



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 09-09-118	OPENING DATE: 03-04-10	CLOSING DATE: 04-02-10	OPEN TO ALL APPLICANTS
POSITION: Deputy Director JS-15	TYPE OF APPOINTMENT: Career Service	SALARY: \$123,758 - \$155,500 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Human Resources	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent serves as Deputy Director to the Director of the Human Resources Division, and operates with full administrative (in the absence of the Director) and specific delegated technical authority for the comprehensive operating human resources management programs of the D.C. Courts. Incumbent supervises and is responsible for the performance of human resources management activity in the areas of: recruitment and employment; classification and pay compensation; employee relations and employee benefits; and work force planning. As assigned, serves as COTR for Human Resources contracts. Provides human resources management advisory services to the divisions and branches of the courts, participating in conferences and meetings, and advising in the planning of new and revised operating programs on personnel related issues. Assists in staff development and provides technical research information on human resources policies. Serves as human resources liaison with federal, district, state, local and private organizations. Hears and resolves employee complaints, referring more serious complaints to the Director.

MINIMUM QUALIFICATIONS: A bachelor's degree in human resource management, business or public administration, or a related field; plus six (6) years of experience in a full range of human resource functions, including at least three (3) years in a supervisory or managerial capacity; or 10 years of human resource professional experience, including at least three (3) years in a supervisory or managerial capacity. An advanced degree in a related field can be substituted for up to two years of required non-managerial experience.

Documentation of education must be submitted with your application, or your application will not be considered. Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: Please complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF) for the following ranking factors. Describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to respond to each one of the ranking factors will disqualify you from further consideration.**

1. Knowledge of and experience with human resources management regulations, policies, and emerging changes in the areas of recruitment and staffing, compensation, classification, employee relations, performance management, benefits, workforce planning, and training and development.
2. Ability to communicate human resources advice and counsel, orally and in writing, and to establish and maintain effective working relationships with a wide variety of personnel such as judges, court managers and staff, staff of judicial and government agencies, and the public.
3. Ability to select, train, supervise, advise, manage and evaluate staff in the performance of human resource functions.
4. Skill in developing business systems and strategic workforce plans, and making recommendations to effect organizational change.
5. Ability to serve as a contracting officer technical representative, including experience writing statements of work, evaluating bids, and monitoring contractors.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

Submit D.C. Courts Application and Supplemental Application Form:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.;

FAX to (202)879-4212; email to jobs@dcsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

SUPPLEMENTAL APPLICATION FORM

Deputy Director, Human Resources Division

APPLICANT NAME: _____

APPLICANT SOCIAL SECURITY NUMBER: _____

The following five Ranking Factors will be used to rate your qualifications for Deputy Director. For each of the five factors, check the statement below the factor that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** If you need more space for your verification, please attach additional sheets of paper.

I. Knowledge of and experience with human resources management regulations, policies, and emerging changes in the areas of recruitment and staffing, compensation, classification, employee relations, performance management, benefits, work force planning, and training and development.

A. Experience:

- ☐ I have not used this knowledge in a full time position.
- ☐ I have used some of this knowledge as part of a team/unit involved in human resources management.
- ☐ I have used most of this knowledge extensively in a full time position with close monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. Because of my expertise, I am normally consulted by others to assist them with this factor.

Provide a brief description of your experience utilizing this knowledge in each of the human resources areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

B. Education:

- ☐ I have not taken any courses in the area of human resources management.
- ☐ I have taken college courses in human resource management or a related field at the bachelor's degree level, but received a degree in another area; OR I have taken several training courses in the field.
- ☐ I have received a bachelor's degree in human resources management or a related field.
- ☐ I have received a bachelor's or master's degree in human resource management or a related field, and have taken additional training courses in the field.

Degree, School and Date (Attach Documentation):

2. Ability to communicate human resources advice and counsel, orally and in writing, and to establish and maintain effective working relationships with a wide variety of personnel such as judges, court managers and staff, staff of judicial and government agencies, and the public.

A. Experience:

- ☐ I have not had an opportunity to display this ability.
- ☐ I have used this ability in a limited capacity over the past year. I have made presentations, on a limited basis, to peers or subordinates on a limited range of topics.
- ☐ I have used this ability over the past two years on a daily basis. I develop and present orally and in writing to superiors, after my presentations are reviewed and approved by a supervisor.
- ☐ I have used this ability extensively over the past three years on a daily basis. I have excellent oral and writing presentation skills, and have advised a wide variety of personnel from executive level to the public. I am considered an outstanding presenter.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

3. Ability to select, train, supervise, advise, manage and evaluate staff in the performance of human resource functions.

A. Experience:

- ☐ I have not had an opportunity to display this ability.
- ☐ I have limited experience using this ability. I have performed some of these tasks to a limited number of subordinates.
- ☐ I have used this ability working in a position in an agency where I was supervisor of fewer than five employees. I performed most of these tasks on a daily basis.
- ☐ I have used this ability working in a position in a human resources division or department where I was supervisor of five or more employees. I performed all of these tasks on a daily basis.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

4. Skill in developing business systems and strategic workforce plans, and making recommendations to effect organizational change.

A. Experience:

- ☐ I have not had an opportunity to display this skill. It is not a normal part of my responsibilities.
- ☐ I have used this skill as part of a team/unit involved in human resources management. I shared responsibility for this skill with others.
- ☐ I have used this skill extensively in a full time human resources position with close monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this skill. Because of my expertise, I am normally consulted by others to assist them with this factor.

Provide a brief description of your experience utilizing this skill, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

5. Ability to serve as a contracting officer technical representative, including experience writing statements of work, evaluating bids, and monitoring contractors.

A. Experience:

- ☐ I have not had an opportunity to display this ability. It is not a normal part of my responsibilities.
- ☐ I have limited experience using this ability. I have performed similar tasks, not directly related to contractual responsibilities.
- ☐ I have used this ability in a full time human resources position with contractual responsibilities, with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this ability, and have served as a COTR.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:
